

## Human Capital Investment Operational Programme (2007- 2013)

### Progress Report Template

Each **Intermediate Body (IB)** in the HCI OP is required to submit a progress report at Activity Implementation Plan level to the Managing Authority once a year as follows:

Spring: relating to the entire preceding calendar year 2013

This template sets out the reporting requirements for each Monitoring Committee meeting. The Progress Report to be completed by each IB should be brief and relate only to activity within the reporting period itself. An entry must be made under each heading, even if only to formally record no change.

*N.B. Please use Font 11 "Times New Roman" only.*

**FOR THE REPORTING PERIOD:** January to December 2013

**PRIORITY:** No. 2 INCREASING PARTICIPATION AND REDUCING INEQUALITY IN THE LABOUR FORCE

**ACTIVITY NAME:** Equality Mainstreaming Approach

**ESF 2.9**

#### 1. Activity description

Provide a paragraph *briefly* describing the objectives of the Activity and its target group.

The objective of this activity is to contribute to addressing labour market gaps for specific groups that are experiencing barriers to participation and employment, including those created by gender inequality and wider inequalities. The programme aims to put in place measures to improve labour market access and participation of groups experiencing inequality across the nine grounds covered by the equality legislation. These are gender, marital status, family status, religion, race, membership of the Traveller community, sexual orientation, age and disability.

It is targeted at providers of vocational education, training and labour market programmes and small to medium enterprises and will leverage trade union and employer networks. It supports the development of equality mainstreaming approaches within institutions responsible for the delivery of further education and training and labour market programmes. It supports the development of planned and systematic approaches to equality within the SME sector.

#### 2. Significant Changes in the Operating Environment

Report on any significant changes in the operating environment that impact, either positively or negatively, on the capacity of the Activity to perform. Examples would include changes in Government policy, socio-economic trends, etc. Where no significant change has occurred, this should be indicated.

There have been no significant changes in the operating environment.

### 3. Commentary on Activity-related progress

This section requires an overall commentary on actions within the Activity *for the period to which the report relates, 2013*. Inclusion of historical information should be avoided. Items of interest to the Monitoring Committee would include, for example:

- Any new initiatives or issues which arose *in the reporting period*;
- Any reports/studies either started or finalised/published *within the reporting period*;
- Any obstacles encountered.

Commentary should be confined to progress *within the area of Activity only*.

#### **Equality Mainstreaming Projects**

During 2013, the Equality Mainstreaming Unit issued a call for proposals to develop equality mainstreaming projects focused on access to employment or workplace equality. The funding was intended for targeted projects which would set out to foster equality across the nine grounds covered by the equality legislation through the implementation of equality mainstreaming strategies. A maximum of € 20,000 was made available to successful projects. All projects were required to engage with more than one project partner in order to ensure maximum equality outcomes.

The projects were required either to focus on improving access to the labour market (equal access and participation to employment, further education and training, employability programmes) for groups across the nine grounds, or on promoting equality in the workplace through a whole organisational approach or an approach across a sector or a region. Six projects were initiated during July 2013 and will be finalised in July 2014.

#### ***The Immigrant Council of Ireland (ICI)***

The ICI is currently leading a project on the delivery of diversity and anti-racism training to staff in the public transport sector. Transport providers will also develop anti-racism/diversity strategies for their organisations. The project has been developed in partnership with the main Dublin transport stakeholders such as Dublin Bus, Irish Rail, Bus Éireann and Veolia (LUAS). An advisory committee to the project was set up with representation of management, staff and the trade unions from the three public transport companies, the Immigrant Council of Ireland and a representative of the Equality Authority.

#### ***Cavan County Council and Cavan Community Forum***

These two organisations applied for a project on equality mainstreaming through communication and training in the context of strengthening and promoting the Cavan Diversity Initiative and the Cavan County Council equality action plan. The project has produced a DVD on Equality in the Workplace training which includes the voices of local people from across the nine grounds. The DVD will be promoted as a training tool through a communication strategy and a number of training events for Cavan County Council Staff and the Cavan Community Forum.

#### ***BelongTo and ICTU***

BelongTo and ICTU joined forces to design, launch and promote a workplace campaign similar to the one promoted by BelongTo in secondary schools. The campaign will be branded as “Stand-Up. Don’t stand for Homophobia or Transphobia in the Workplace”. BelongTo have

initiated the project by carrying out a needs assessment among their stakeholders and by procuring a multimedia company to develop their online campaign. BelongTo and ICTU have also established an Advisory Committee which comprises of youth representatives, trade union officials and a representative of the Equality Authority. A strategy will be put in place to promote the campaign in workplaces.

***See Change - The National Stigma Reduction Partnership***

See Change is a partnership of nearly 80 Irish organisations working together to challenge the stigma and discrimination associated with mental health problems. This project aims at challenging discrimination experienced by people with personal experience of a mental health issues in a workplace setting. The advisory committee set up for this project includes the Equality Authority and some of See Change partners such as IBEC (Irish Business and Employers Confederation), Business in the Community Ireland (BITCI), Suicide or Survive (SOS), Sigmar Recruitment and EHA Occupational Health. See Change have run consultations with partners and HR managers. This consultation will be followed by a legal case law review on disability, mental health and reasonable accommodation, by the provision of policy and guidance tools as well as a number of pilot training sessions within a number of companies.

***Irish University Association (IUA) Equality Network***

The IUA aims to develop a model of inclusive workplace practices to ensure a workplace which is positively engaged in supporting people with disabilities applying to, or working in the Third Level sector. The IUA Equality network project will audit and enhance current policies and procedures in relation to staff with disabilities. It will also pilot a training awareness programme for managers on supporting people with disabilities, and keeping them engaged in the workforce. The content of the training will also be embedded in existing training provision to enhance diversity competence at institutional and sectoral levels. The project will also develop a publicity strategy to increase staff awareness of supports available to individuals with disabilities.

***Galway Traveller Movement***

The Galway Traveller Movement will carry out an initiative which builds on their 2012 equality mainstreaming project, by further promoting the usage and application of their equality impact assessment toolkit "Working for Travellers' Equality" with the Galway Education and Training Board and the Department of Social Protection. The project will also see the involvement of three Traveller Ambassadors in delivering interactive workshops to project partners' staff and in raising awareness and knowledge about Traveller culture and the barriers faced by Travellers in relation to participation in the labour market and further education programmes.

***Equality Supports to Providers of Further Education and Training programmes***

During 2013, EMU its programme of work with the Further Education and Training Sector, through the provision of equality supports. A call for proposals to the Further Education and Training sector was issued and equality supports were offered to facilitate the mainstreaming of equality into the planning, design and delivery of further education and training. The successful applicants selected an expert from the FET Equality Experts panel set up by the Equality Mainstreaming Unit in 2012.

Thirteen organisations have availed or are currently availing of these supports (projects are due to end in April – May 2014): The organisations are as follows:-

- FESS – Further Education Support Services
- Co. Dublin VEC (currently Dublin and Dun Laoghaire Education and Training Board)
- Dun Laoghaire VEC (currently Dublin and Dun Laoghaire Education and Training Board)
- Co. Limerick VEC (currently Limerick and Clare Education and Training Board)

- Co. Westmeath VEC (currently Longford and Westmeath Education and Training Board) Co. Clare VEC (currently Limerick and Clare Education and Training Board)
- Cavan -Monaghan Education and Training Board
- Aontas Community Education Network
- St Catherine's Community Services, Carlow
- Longford Women's Link
- Carlow Institute of Further Education
- Cavan Institute
- Coláiste Dhúlaigh College of Further Education

### **Equality Mainstreaming Annual Conference: Making It Real**

The Equality Authority's annual conference on equality mainstreaming was held in Dublin Castle on 22 October 2013. It was officially opened by Mr Alan Shatter T.D. Minister for Justice & Equality. The theme was ***Making it Real*** and the conference showcased and shared good practice in equality mainstreaming approaches that have been applied in the further education and training sector and within organisations responsible for delivering active labour market programmes. The conference also showcased projects that have been funded to stimulate workplaces to take action on equality and to encourage employers to be planned and systematic in their approaches to workplace equality.

The conference speakers were Orla O'Connor (Director, National Women's Council), Dr. Marie Rooney (Development Officer, Dublin and Dun Laoghaire Education), Anne Costello and Joanna Corcoran (Galway Traveller Movement); Siobhan O'Donoghue, (Director, Migrant Rights Centre of Ireland); Dr Kara Mc Gann (Policy Executive, IBEC; Trade Union representatives: Marian Geoghegan (IBOA), Aileen Morissey (MANDATE) and Carol Scheffer (CWU).

### **Publication: "Positive Duty: An Opportunity for Equality Mainstreaming"**

During the Equality Mainstreaming conference, Minister Alan Shatter T.D. launched a new Equality Mainstreaming Unit publication: **"Positive Duty: An Opportunity for Equality Mainstreaming"**. This publication brings together papers delivered at the 2012 Equality Mainstreaming Conference on different positive duty models in the UK, Northern Ireland and Scotland.

### **Public Sector Equality Learning Network**

The Equality Mainstreaming Unit coordinated a meeting of the Public Sector Equality Learning Network and organised two PSELN learning events, the first on identifying and addressing incidents of discrimination and the second on providing reasonable accommodation in the workplace (June and September 2013)

### **Supports to Promote Workplace Equality**

The Equality Mainstreaming Unit participated in the "Taking Care of Business - One Stop Shop" on October 22nd in the Printworks Conference Centre, Dublin Castle. This initiative is led by the Department of Jobs, Enterprise and Innovation. The event was a great success with over 500 SMEs attending. Follow-up events are planned for 2014 in Limerick, Cork, Galway and Dublin.

#### 4. Progress in relation to physical performance indicators and targets

Statistical information relating to the reporting period should be provided in the format contained in the programme *Activity Implementation Plan*- in the table below.

A commentary on the main features of the statistical information should also be provided.

If your Activity does not lend itself to report on the Indicators by calendar year (Jan to Dec.), then please state this fact and complete the table on a mid-year to mid-year basis (e.g. June 2008 to May 2009).

PERFORMANCE INDICATORS:							
Annual and Cumulative Indicators							
A. OUTPUT							
	Region	Current period/Year: (e.g.) Jan. – Dec. 2013 as applicable			Cumulative totals 2007-2013		
		Male	Female	Total	Male	Female	Total
1. Number of enterprise-level Equality Supports delivered to enable employers to develop equality policies and strategies.	BMW			0			83
	SAE			0			199
	NAT			0			282
2. Number of sectoral projects delivered to enable employers to develop equality policies and strategies.	BMW			2			15
	SAE			0			9
	NAT			4			10
B. RESULT							
	Region	Male	Female	Total	Male	Female	Total
1. Number of equality policies/equality and diversity training actions developed by employers.	BMW			0			83
	SAE			0			199
	NAT			0			282
2. Number of equality mainstreaming actions and tools developed by grant beneficiaries at sectoral level.	BMW			2			15
	SAE			0			9
	NAT			4			10
C. IMPACT							
	Region	Male	Female	Total	Male	Female	Total
1. Number of enterprises undertaking additional equality actions 12 months later.	BMW			0			6
	SAE			0			1
	NAT			0			7
2. Number of beneficiaries at sectoral level undertaking additional equality actions 12 months later.	BMW			2			7
	SAE			0			5
	NAT			4			6

Disaggregation of data is not appropriate for these Performance Indicators as they are referring to numbers of enterprises rather than number of people.

There was a new performance indicator agreed during 2011 relating to the numbers of equality mainstreaming actions and tools developed by grant beneficiaries at sectoral level. The target set was 4 per annum. The target was exceeded in 2013 with 6 projects delivered.

In addition, statistics on activity at NUTS III (i.e. Regional Authority) level should be provided in the format contained in the table below and should be gender disaggregated where appropriate. The nature of the indicators available at this level may vary from Activity to Activity (e.g. Number of people trained, number of companies assisted, etc). The type of indicator used should, therefore, be stated. Any significant development at NUTS III level should be commented on.

#### NUTS III Activity Indicator Report for reporting period (Jan – Dec. 2013)

<b>Activity:</b> <i>Number of persons trained</i>			
<b>Indicator Used:</b>			
Region	Total	Gender break-down	
		Male	Female
<i>Border Region</i>			
<i>Midland Region</i>			
<i>West Region</i>			
<b>BMW Total</b>			
<i>South East Region</i>			
<i>Mid East Region</i>			
<i>Dublin Region</i>			
<i>South West Region</i>			
<i>Mid West Region</i>			
<b>SAE Total</b>			
<b>National (BMW + SAE)</b>			

Whilst IBs are free to provide *any other additional information* they feel is relevant, this should be provided *separately by way of an appendix* to the main progress report.

#### 5. Progress with regard to expenditure

This section of the report relates to the performance of the Activity with respect to the Revised Forecast on the Financial Tables. Financial information should be provided for the reporting period, as well as cumulatively since the start of the OP, in the format contained in the tables at Annex 1.

A commentary should be provided on progress in relation to the annual and cumulative forecasts at National and BMW/SAE levels. Where cumulative expenditure to date is below 75% of forecast, Intermediate Bodies are required to provide reasons for the under-spend along with proposals for remedial action.

##### Commentary on annual forecast

Expenditure on this measure was lower than forecast for 2013. The expenditure as a percentage of forecast was 27% (as per HCIOP Financial Table). This under-spend is for the most part due to resource constraints on ESF funding routed to the Equality Authority from the Department of Justice and Equality. However it should be noted that the OP Revised Forecast figures for expenditure for this Measure was profiled from 2007 to 2011 thus skewing the percentage forecast in 2013.

**Commentary on cumulative expenditure**

Cumulative expenditure as a percentage of total programme forecast is 70%. Concerning the cumulative expenditure for the programme, in 2013 the expenditure for this programme was reprofiled to a target of €3.8m. For the most part this was due to resource constraints on matched funding from the Equality Authority. However since 2011, there have also been resource constraints on ESF funding routed to the Equality Authority from the Department of Justice and Equality. This has also contributed to this under spend.

During 2013, the Equality Mainstreaming Unit continued its efforts to achieve a balanced regional spend on activities funded with 47% expenditure in the SAE regions and 53% in the BMW region.

**Table 1 – Expenditure for the Reporting Period Jan. to December 2013 (€m)**

<b>HCI OP €m</b>	<i>Total Programme Forecast*</i>	<i>Total Programme spend</i>	<i>Expenditure as % of forecast</i>	<i>Total co- financed spend</i>	<i>EU Social Funds</i>	<i>National Public Co- financed</i>	<i>Private Co-financed</i>
<i>Source of information within financial tables</i>		<i>Column</i>		<i>Column</i>	<i>Column</i>	<i>Column</i>	<i>Column</i>
<b>Region</b>							
<i>Dublin</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>SAE Total</b>		<b>0.128</b>	<b>26%</b>	<b>0.128</b>	<b>0.0639</b>	<b>0.0639</b>	<b>0.00</b>
<i>Border</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Midland</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>BMW Total</b>		<b>0.142</b>	<b>29%</b>	<b>0.142</b>	<b>0.0712</b>	<b>0.0712</b>	<b>0.00</b>
<b>National (BMW + SAE)</b>		<b>0.270</b>	<b>27%</b>	<b>0.270</b>	<b>0.135</b>	<b>0.135</b>	<b>0.00</b>



**Table 2 – Cumulative Expenditure since January 2007 (€m)**

<b>HCI OP €m</b>	<i>Total Programme Forecast*</i>	<i>Total Programme spend</i>	<i>Expenditure as % of forecast</i>	<i>Total co- financed spend</i>	<i>EU Structural Funds</i>	<i>National Public Co- financed</i>	<i>Private Co-financed</i>
<i>Source of information within financial tables</i>		<i>Column</i>		<i>Column</i>	<i>Column</i>	<i>Column</i>	<i>Column</i>
<b>Region</b>							
<i>Dublin</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid East</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Mid West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>South West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>SAE Total</b>		<b>1.47</b>	<b>77%</b>	<b>1.47</b>	<b>0.735</b>	<b>0.735</b>	<b>0.00</b>
<i>Border</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>Midland</i>		0.00	0.00	0.00	0.00	0.00	0.00
<i>West</i>		0.00	0.00	0.00	0.00	0.00	0.00
<b>BMW Total</b>		<b>1.20</b>	<b>63%</b>	<b>1.20</b>	<b>0.60</b>	<b>0.60</b>	<b>0.00</b>
<b>National (BMW + SAE)</b>		<b>2.67</b>	<b>70%</b>	<b>2.67</b>	<b>1.335</b>	<b>1.335</b>	<b>0.00</b>

\* See Financial Tables.

## 6. Data On Participants In Programme Activity Implementation Plan (Commission Implementing Regulation 1828/2006 - Annex XXIII)

### COMPLETE ALL THESE SECTIONS

#### 6.1 NUMBER OF PARTICIPANTS PER YEAR

(People entering, those leaving, carry-over from one year to the next)

	Male:	Female:	Total:
Entrants: (a)			
Leaving: (b)			
Carry-over to next year [ (a) less (b) ]			
<b>Total:</b>			

#### 6.2 BREAKDOWN OF PARTICIPANTS BY GENDER

	Male:	Female:	Total:
Participants:			

### 6.3 BREAKDOWN OF PARTICIPANTS ACCORDING TO STATUS IN THE LABOUR MARKET

	Male:	Female:	Total:
<b>Employed</b> (Total number of employed, including self-employed)			
Self-employed			
<b>Unemployed</b> (Total number of unemployed including long-term unemployed)			
Long-term unemployed			
<b>Inactive persons</b> (Total number of inactive persons, including those in education, training or retirement, those having given up business, the permanently disabled, those fulfilling domestic tasks or other)			
Inactive persons in education or training			
<b>Note: Employed + Unemployed + Inactive = Total number of Participants (by Gender)</b>			

### 6.4 BREAKDOWN OF PARTICIPANTS BY AGE

	Male:	Female:	Total:
Young people (15-24)			
Older workers (55-64)			

### 6.5 BREAKDOWN OF PARTICIPANTS BY VULNERABLE GROUPS, IN ACCORDANCE WITH NATIONAL RULES

	Male:	Female:	Total:
Minorities:			
Migrants:			
Disabled:			
Other disadvantaged people:			

### 6.6 BREAKDOWN OF PARTICIPANTS BY EDUCATIONAL ATTAINMENT

	Male:	Female:	Total:
Primary or lower secondary education (ISCED 1 and 2)			
Upper secondary education (ISCED 3)			
Post-secondary non-tertiary education (ISCED 4)			
Tertiary education (ISCED 5 AND 6)			

## 7. Horizontal issues

### Reporting on the Horizontal Principles

(1) Social Inclusion

(2) Gender Equality and (3) Wider Equal Opportunities

will be required only for the Spring Monitoring Committee meeting each year. The templates for reporting on the Horizontal Principles will be issued to IBs by the OP Managing Authority for completion in advance of Spring Monitoring Committee meetings.

SEE SEPARATE TEMPLATES

## 8. Compliance with EU and National policy

It is a requirement that all Programme Activity Implementation Plans comply with EU and national policy in areas such as procurement, competition, state aids etc. Confirmation of compliance should be formally recorded in the progress report with any deviations reported on specifically.

All Programme Activity complies with EU national policy in areas such as procurement, competition, state aids etc. The Equality Mainstreaming Unit complies with EU and national policies in relation to procurement, competition and state aids. The Unit's work – to support enterprises and labour market programme providers in integrating an equality mainstreaming approach in employment and vocational education and training so as to contribute to eliminating the barriers currently faced by groups under the nine equality grounds in the labour market – also complies with the EU's Lisbon Strategy, Europe 2020, the National Action Plan on Social Inclusion, the National Women's Strategy and the National Action Plan Against Racism.

## 9. Added Value of ESF Interventions

Please supply a paragraph(s) explaining the benefits and giving examples of how ESF is adding value to national policies and projects, e.g. (the following are examples):

- an increase in the number of participants;
- the support of specific target groups or activities which are not covered by national programmes;
- the testing of new approaches, and/or
- the improvement of processes.

Please feel free to add any further information that might help understand how ESF adds value in Ireland.

### REPLY:

The ESF is adding value to national policies and projects by providing an opportunity to test out new approaches and new processes in the area of equality mainstreaming. The Equality Mainstreaming Unit's specific remit is work with providers of further education and training to support these bodies to build an equality dimension into how they plan their programmes and deliver their services to groups who may experience discrimination across the nine grounds covered by the equality legislation. During 2013/14 further education and training bodies developed and applied equality mainstreaming actions such as equality screening and equality impact assessment of provision.

The Irish Human Rights and Equality Commission Bill 2014 includes a new positive duty on equality and human rights for public sector bodies. The ESF contributes directly to testing out approaches to equality mainstreaming and the improvement of processes in relation to equality

mainstreaming. Good practice models developed through the work of the Equality Mainstreaming Unit will play a key role in the implementation of the public sector equality and human rights duty in Ireland.

The Further Education and Training sector is in a period of significant policy and implementation change. Along with significant VEC amalgamations a new further education and training authority called SOLAS has been established. SOLAS will co-ordinate and fund the wide range of training and further education programmes around the country. It is important to review and reshape the supports and services that people need when they are unemployed. It is important that new supports and services such as labour market programmes, the quality and variety of training and education provision, work experience programmes, etc., are designed in a manner that can accommodate diversity and promote equality. It is crucial that equality competency is supported within the new implementation framework.

The ESF is a mechanism which allows us to test out equality action planning, it provides supports for equality impact assessment exercises and has supported a real engagement with SMEs and a variety sectors to take action on equality such as the Hospitality sector and the Commercial Mushroom Industry.

## 10. Publicity

All ESF co-funded Activities are required to comply with Social Funds information and publicity requirements (see also Section 11 of the AIP). Confirmation of compliance should be formally recorded in the progress report with any deviations reported on specifically.

Specific **examples** of compliance with the requirements should also be provided HERE (e.g. articles in the local or national papers, media, Commission visits, launches, etc).

The Equality Mainstreaming Unit is complying with the information and publicity requirements of the ESF. The support provided by the ESF is highlighted in the funding provided to enterprises and providers of further education and training through the Equality Mainstreaming Unit and the Equality Authority website <http://www.equality.ie/en/Equality-Mainstreaming/Publicity-requirements/>. All publications, leaflets, powerpoint presentations, minutes of meetings etc acknowledge ESF funding.

### Examples of Compliance

- Publication: *Equality in a Time of Change: Mainstreaming Equality in Further Education, training and labour market programmes*", Conference Papers 2007-2009
- **Publication:-** *Positive Duty: An Opportunity for Equality Mainstreaming*, 2012  
*Mainstreaming Equality Conference Presentations* was launched by Minister Alan Shatter at the Equality Mainstreaming Conference 2013
- Publications: *Equality Works for SME*
- Resource: *Equality Mainstreaming USB Keys*
- Publication: National Women's Council of Ireland ***Careless to Careful Activation: Making Activation Work for Women*** was launched by Minister Joan Burton TD, Minister for Social Protection 22 November 2012.
- Resource: Galway Traveller Movement Working for Travellers Equality Mainstreaming Toolkit [www.equality.ie/Files-2/Working-for-Travellers'-Equality-Equality-mainstreaming-toolkit-for-enterprise-and-employment-programmes.pdf](http://www.equality.ie/Files-2/Working-for-Travellers'-Equality-Equality-mainstreaming-toolkit-for-enterprise-and-employment-programmes.pdf)
- All publications in association with the Unit's annual VET conference displayed the relevant logos.

- All meeting minutes, agendas and reports to the National Framework Committee and the Measure Advisory Committee display the relevant logos

#### **11. Proposals for re-profiling of expenditure (where applicable)**

Any proposal to reprofile expenditure should be contained in this section of the report and should include the rationale for doing so. Reprofile of expenditure can only be carried out with the approval of the Monitoring Committee (and the European Commission depending on the nature of the reprofiling proposed).

Not applicable

#### **12. Proposals to amend Programme Activity Implementation Plans (where applicable)**

Amendments to Activity Implementation Plans require the approval of the Monitoring Committee. Any proposal to amend an existing Activity Implementation Plan should indicate the precise change sought and the rationale for doing so. A copy of the proposed new Activity Implementation Plan should also be provided.

Not applicable